



MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION
in cooperation with Keep Montgomery County Beautiful Task Force

ADOPT A ROAD PROGRAM

Effective 5/2/2012



Photos provided by Adopt A Road Participants

You can also find this application online at:

www.montgomerycountymd.gov/mcdotcommunityoutreach

MCDOT ADOPT A ROAD PROGRAM

GUIDELINES & SAFETY PROCEDURES

1. There are no minimum or maximum time limit to participate in this program. Only one County-owned road segment (average of one mile in length) per individual or group is allowed to be adopted. Roads within municipalities or under the jurisdiction of the Maryland State Highway Administration (MSHA) (roads containing route number) cannot be adopted through this Program. For more information on the **Adopt-A-Highway** program call 301-513-7300 or 301-572-5166.

2. Litter should be picked up as needed. At a minimum, we request a road segment be cleaned SIX (6) times per year (bimonthly). Montgomery County reserves the right to reassign an adopted road should it receive three or more complaints within six months regarding the road's condition (litter) or for other reasons at its sole discretion.

3. For small amounts of trash/litter (2-3 bags worth) should be disposed through your normal trash collection. Larger amounts (4 or more bags) and larger items can be hauled away by MCDOT's Highway Division. Place trash and debris in one location and call **311 (Monday thru Friday between 7:00am – 5:00pm)** to arrange for a one-time Adopt A Road trash pick-up. You can also process this request 24/7 by submitting a service request online! Visit the MC311 website at <http://www3.montgomerycountymd.gov/311/SolutionView.aspx?SolutionId=1-8DB4B>

Highway does not pick up recyclables. If you are using the MCDOT's blue handle bags or your own bag for collecting recyclables, we ask that you empty these items in your personal recycle bin for your regular scheduled recycling pick-up (by Department of Solid Waste).

Discarded batteries, potentially dangerous or hazardous materials, or any object that appears questionable should be avoided. Report these hazardous materials to the Department of Environmental Protection at **240-777-3867**. Animal carcasses seen along a County road should be reported to the Montgomery County Animal Shelter at **240-773-5960** press #7. For other related animal incidents call the Police Department Animal Services Division at **240-773-5925**. For carcasses lying within 15 feet of a State road, call the MSHA at 301-948-2477 for the western portion of the County and for the eastern portion of the County 301-572-5166.

4. Participants are required to report the date, number of bags picked up and type of bags used (exp. tall kitchen trash bag, lawn/leaf bag, or AAR orange trash bag, etc.) to the Community Outreach office each time a clean-up is performed. Leave a message on the **Community Outreach Hotline** at **240-777-7155** (be sure to speak clearly and to include an email or phone number) or email mcdot.outreach@montgomerycountymd.gov . If the road is cleaned more frequently than every other month you can combine this data into one monthly report. This information will be logged into a database that will help the region monitor its progress in cleaning up the Potomac River Watershed. It can also serve as a reference if complaints arise concerning a road.

5. AAR signs will be installed at each end of a road segment (normally intersection to intersection). Exceptions: signed road segments down to 0.5 mile are allowed IF the participant's road segment includes a BUS STOP and the participant agrees to clean the segment, including bus stop, a minimum of TWELVE times a year (monthly). Both sides of the adopted road segment should be cleaned, from intersection to intersection, not from one AAR sign to another (AAR signs are usually installed a few feet from an intersection).

6. AAR signs are normally 30"X 20" (with a name plate underneath). Signs are not required to participate in the program. Road segments are normally approved on Major Through Routes as identified in the Montgomery County ADC Map Book. Signs can be installed on secondary residential streets, but may be removed if complaints from affected residents in the community are received.

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MCDOT ADOPT A ROAD PROGRAM

AAR ELIGIBILITY CRITERIA

The Adopt A Road Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses, and governmental entities. Organizations, businesses, and governmental entities that wish to participate in the Program must be located within Montgomery County or conduct substantial activities within Montgomery County.

Individuals, organizations, and businesses that do not comply with Montgomery County’s nondiscrimination laws, including Chapter 27 of the Montgomery County Code, 1994, are ineligible.

The County reserves the right to contact any of the people named on the application to verify participation and to contact the individuals in the absence of the team coordinator.

An individual or officer, manager or director of any business or governmental entity wanting to participate in the program must sign the application form and provide his or her name, address and email address.

Participation in the program confers no rights or privileges upon any person or entity. Montgomery County, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. Use of the sign in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.

INDEMNIFICATION

All participants hereby release Montgomery County and its agents and employees from any liability for damages or injuries resulting from their participation in the Adopt A Road Program. The individual, organization, business, or entity that adopts a road agrees to indemnify and hold Montgomery County harmless for any injuries, damages, or claims arising from participation in the Program.

NOTICE

The individual, organization, business, or entity that joins the Adopt A Road program agrees to notify all his or her team participants of the foregoing terms.

For safety, designate a Team Coordinator for your group. Coordinators must be at least 21 years old. Individuals younger than 16 years require adult supervision. Carpools are encouraged to keep the number of vehicles to a minimum and be sure to park completely off the road

Clean-up activities should be performed off the roadway, during daylight hours and in good weather conditions. Avoid peak traffic times. Avoid over exertion. Members should face oncoming traffic and stay clear of the roadway at all times. Maintain a complete first aid kit and have it available at all times

*Please report illegally posted signs, including those on traffic signs, telephone poles and/or in medians to the Department of Permitting Services (DPS) at **311**. If the signs are legal, they will display a permit number, usually on the back. Do not confront a sign owner; call **DPS** instead*

*Clean-up attire should consist of light-colored clothing and long sleeves, heavy gloves, and sturdy soled footwear. Safety vests, gloves, trash bags, and pix sticks are available upon request. Call the Community Outreach office at **240-777-7170** or email mcdot.outreach@montgomerycountymd.gov to arrange for pick up or mailing*

***Montgomery County Maryland’s Green Business Certification Program** is designed to recognize businesses and other entities that have taken voluntary steps to protect, preserve, and improve the environment. Certified green businesses operate in a manner that demonstrates a commitment to environmental stewardship, and conserve energy and water, reduce their carbon footprint, and generate less waste and recycle more. If you are interested becoming a Certified Green Business and would like to find out more information, please visit www.MCGreenBiz.org*

MONTGOMERY COUNTY DEPARTMENT OF TRANSPORTATION
ADOPT A ROAD PROGRAM
APPLICATION

NAME OF ORGANIZATION: _____
Please type or print clearly (Daytime Phone)

CONTACT/COORDINATOR: _____
(Email address)

(Street Address, City, Zip)

<p><i>1st Choice To Adopt:</i> <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>NAME OF ROAD: _____</p> <p>Beginning at: _____</p> <p>Ending at: _____</p>	<p><i>2nd Choice To Adopt:</i> <input style="width: 40px; height: 20px;" type="checkbox"/></p> <p>NAME OF ROAD: _____</p> <p>Beginning at: _____</p> <p>Ending at: _____</p>
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GREEN BIZ CERTIFICATION: YES _____ NO _____

Please check YES if you are working towards your certification.

The above Green Business logo will be affixed to the left of your nameplate. For more information visit www.mcgreenbiz.org

DO YOU ALREADY ADOPT A ROAD: YES _____ NO _____

NAME OF CURRENT ROAD ADOPTED: _____

SIGNS REQUESTED: _____ YES _____ NO

NAME TO APPEAR ON SIGNS: _____
Please print clearly (if needed, make sure to include punctuation and spaces)

I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:

SIGNATURE: _____ **DATE:** _____

FOR DEPARTMENT OF TRANSPORTATION USE ONLY

Log Number: _____ **Date:** _____ **Rustic Road:** ____ Yes ____ No **Total Miles:** _____

Master Plan Roadway Type: _____ **Road Adoptable:** ____ Yes ____ No

Comments: _____

Approved by: _____ **Date:** _____
(Signature)

Make sure entire application is complete!

MAIL APPLICATION TO:

Montgomery County Department of Transportation
Community Outreach Office – AAR Program
Executive Office Building
101 Monroe Street, 10th Floor
Rockville, Maryland 20850

QUESTIONS?

PHONE: 240-777-7155 (leave a detailed/clear message)
FAX: 240-777-7178 (Attn : AAR Program)
EMAIL: mcdot.outreach@montgomerycountymd.gov

www.montgomerycountymd.gov/mcdotcommunityoutreach